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**SCVR Minutes
June 11, 2007
Four Points by Sheraton
Lexington, KY**

Members Present

Ralph Clark, Lisa Durham, Lee Gordon, Ann Holstein, Dana Haugsted, Vicki Staggs, Martina Netherton, John Reisenberg, Terry Shockley, and Teresa Winkler

Members Absent

Tammy Allen, Joseph Carrico, Doris Haney, Nancy Hunter, John Jones, Ann Mullins, Judith Smith, and Juanita Westerfield

Staff Present

Sherri Greer, Allison Jessee, Dave Matheis, Barry Newill, Nanci Shelden, Greg Willett, and Angel Williams

Guests Present

Darrell Mattingly and George Warren

Lee Gordon welcomed everyone to the Council and introductions were made.

Executive Director Report & Agency Issues

Executive Director, Ralph Clark, welcomed Lee Gordon as the newly elected chairperson of the Statewide Council of Vocational Rehabilitation. He also thanked Dave Matheis for assuming the role of staff liaison for the Council. Ralph noted that George Warren, Kathryn McGee and Darrell Mattingly were rotating off the Council and thanked them for the years of service to the Council and the agency. He thanked Council member Dana Haugsted for attending the central office event for Job Placement Month in May to speak to staff about her personal experience with vocational rehabilitation. He said that it was very moving and was glad to hear such a wonderful success story. Ralph discussed recent personnel issues. Patty Conway, Branch Manager for the Deaf and Hard of Hearing Services Branch retired on May 31, 2007. He praised Patty Conway's role within the agency and said she would be terribly missed by everyone. Her replacement will be Janis Friend and her appointment will be official on June 16, 2007. He reported he is very pleased Ms. Friend accepted the responsibility. Ralph also reported that Wade Bailey, Assistant Director of Program Services, will be retiring at the end of the month after 36 years with the agency.

Ralph reported there are three policy changes that the Council needed to take action on during the meeting. They are the CRP guidelines, the new Staff Tuition Assistance Policy and the State Plan attachments. Ralph said that Governor Fletcher proclaimed May as Job Placement Month. The agency provided each of the district offices with funding to promote job placement with employers across the state. Overall, Job Placement Month was a success. Ralph announced that the first edition of the OVR Online Newsletter will be distributed to all staff and other agencies on July 2, 2007. The purpose of it is to increase the communication statewide between staff, consumers and other interested parties. Ralph concluded by saying that the highly successful Counselor Mentor Program, started by Allison Jessee and Sherri Greer, is now in its fifth year.

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Dave Matheis reviewed the contents and structure of the new meeting books staff put together. It was suggested that directions to the hotel be included in the booklet when sent out to the Council.

Lee Gordon proposed the idea of some members moving from the PAL committee to other committees so the Council could have an even distribution among the committees. Dave hoped that membership was set by the end of the day. He provided a quick description of the committees to the Council.

The Council broke out into committees.

When the general meeting resumed, Allison Jessee provided a presentation on the State Plan Attachments that was well received by the Council.

Business Meeting

Lee Gordon called the meeting to order at 1:06.

Approval of Minutes

Add Terry Shockley as attending 874K event.

CAP report needs to be changed from 'geriatric' to 'beriatric'.

Motion to accept changes and approve minutes made by Juanita Westerfield. Seconded by Dana Haugsted. Motion carried unanimously.

Chair Report

Lee Gordon began the chair report by informing the Council he traveled to Bethesda, Maryland to attend the CSAVR Conference. At the conference, there were four points of emphasis regarding Vocational Rehabilitation. These four things were: counselors need to be prepared for injured soldiers coming back from Iraq; the baby boomer population aging and requesting Vocational Rehabilitation services, VR's role in transition services, and the growing need for trained vocational rehabilitation counselors. Lee mentioned there was also discussion held during the conference regarding the increased demand in services but not enough funding to provide the services to individuals with disabilities. Lee informed the council that he and Darrel Mattingly had the opportunity to discuss some issues regarding Vocational Rehabilitation with Kentucky's representatives and senators and they were very receptive. Lee reported that he participated in two bi-monthly RSA teleconference calls with chairs of each statewide council.

Staff Report

Dave Matheis provided the staff report to the Council. He explained the new format for the report. The report will be the same for each meeting and will include motions and suggestions of the previous meeting that require action on the behalf of the Council by staff. Some of the things Dave pointed out to the Council included in the report were: the fact that Medicaid committed to a buy-in program this year without any legislative action; that the next printing of the consumer guide will include SCVR information; that staff would have information about mentoring programs in other states at the next executive meeting; and that there were two resignation letters from Council members Jane Burnam and Jim Axline.

CDPVTC Report

Barry Newill provided the CDPVTC report to the council. He began by reporting that the roof replacement is in its final stages. Barry announced that the Kentucky Educational Network and the Department of Education notified staff they will be receiving a grant and in the next state

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fiscal year that will underwrite the cost of installing internet connections to every dorm room in the facility. The grant will also be used to establish four wireless networks within the center and the students will have their own student network. The Internet service will be limited to students and staff only. He hopes that students and staff will be able to access training and training resources through the internet. The Department of Protection and Advocacy will be training center students on advocacy, SSI and SSDI. Barry stated the Center is in the process of upgrading the new Center webpage and will submit to COT for their approval to upload it. The Center graduation ceremony will be held on June 15. Barry invited all council members to the graduation.

Program Services concentrates on a different part each meeting. Supported Employment is the branch that was highlighted at this meeting. Sherri explained Supported Employment and gave some of the details about the branch and future initiatives. Council members were provided a written report on Supported Employment.

CAP, SILC, & Committee Reports

Vicki Staggs informed the Council of CAP activities. She reported that the number of cases had decreased but surprisingly caseloads have increased. Hopefully these cases will be resolved quickly. Vicki recently attended a national CAP training in St. Louis, MO. She was disappointed to hear negative remarks about Vocational Rehabilitation and believes that CAP works with VR not against it in Kentucky. Vicki concluded by stating there is training on the new Benefits Plus and WIPPA on June 21-22, 2007.

Martina Netherton delivered the SILC report. The SILC is currently in the process of finishing the Independent Living State Plan and a draft was approved last week. The State Plan needs to be signed jointly by the Office of Vocational Rehabilitation and the Office for the Blind. Martina also reported the Independent Living Centers are preparing for and trying to develop an initiative to work with the aging and disability resource centers to provide services for consumers. The SILC is also in the process of working on the Independent Living conference which will be held in Lexington, KY at the Embassy Suites on August 27-29. A brochure for the conference will be distributed at the end of June. Martina informed the Council the conference is open to everyone who wants to attend and information about the conference can be obtained through Sarah Richardson. Dave Matheis informed the Council he will meet with Sarah to get the information to them. Martina reported that the SILC has submitted names to the Governor's Office and hopefully will have appointments very soon.

Executive Committee Report

Lee Gordon provided the Executive Committee Report. They discussed the proposed attendance sheet. The purpose of an attendance sheet is to keep track of Council members' attendance and insure compliance with the attendance requirement in the council bylaws.

George Warren made a motion to compose and utilize the attendance sheet and that contact should be made via mail and within two weeks after two consecutive absences to Council members who do not have a legitimate excuse. Teresa seconded. Motion carried unanimously. There was some discussion of what were to be considered reasonable absences, but it was decided not to define it specifically at this time. The letter that will be sent will suggest that the Council member missing two consecutive meetings relinquish their seat if they were unable to make the commitment to attend the meetings. If the Council feels this does not help, further action will be considered in the future.

Policy and Planning

Terry Shockley provided the Policy and Planning Committee report. He informed the full Council there were three recommendations they would like to be considered. The first recommendation is to contact RSA and ask them to provide some guidance on whether a Limited Liability Corporation (LLC) with one owner qualifies as a Community Rehabilitation Program (CRP). A second recommendation from the committee is to construct a survey of CRPs and use feedback from the survey in OVR's comprehensive needs assessment that is required by the Rehabilitation Services Administration every three years. The third and final recommendation was that OVR review the need for national accreditation for the state's CRP's.

Motion made by Terry Shockley to approve these three recommendations. Seconded by George Warren. Motion carried unanimously. Terry reported on the tuition assistance and HRD policy that were discussed among in committee. Terry informed the full Council the committee recommends changes to the Tuition Assistance Policy be approved with specific job titles and person's names removed. Terry opened the floor to discussion. **Motion to approve draft of the OVR Tuition Assistance policy made by Terry Shockley. Dana Haugsted seconded.** There was no discussion and the motion carried. Terry continued to report there were 14 attachments included to this year's State Plan. The committee made the following recommendations to the full Council. First, attachment 4.8(b)(1) add KACES to the list of entities outside the statewide workforce investment system that cooperates with OVR. Second, attachment 4.10 add a column to the first page for "Projected vacancies in 5 year period" to more accurately reflect the projected 5 year need. Otherwise it appears we are increasing personnel such as administrators by 16 in five years instead of calculating the positions vacated through retirements, transfers, etc. Third, on page 5, take out the targeted groups and timelines since we are entering 2008 and it still lists 2004 and 2006. The final recommendation was regarding attachments 4.11(a) to add KACES as one of the groups contributing input to the paragraph under subheading on input from statewide council and outside entities. **Terry Shockley made a motion to approve the recommendations for the State Plan attachments. John Reisenberg seconded. Motion carried unanimously.**

PAL committee

Teresa Winkler provided the PAL committee report. She informed the Council of the suggestions made by the committee to better market to professionals. Some of those suggestions were the majority of the marketing be done in district offices, to have branch managers accountable to prompt staff to get referrals and market to professionals personally and face to face meetings are recommended. It was also suggested by the committee that Central Office assist in pushing staff to get out and make those referrals. Ralph Clark assured the committee that he would discuss these recommendations at the next Executive Leadership and FACT meetings. He would then report back to the full Council on the discussion. It was suggested this be an agenda item at the next meeting and that he would provide an update. Sherri Greer commented that Allison Jessee has this in the strategic plan. Vicki Staggs recommended outreach in the counties with low numbers and in the next Annual Report a map or list of all 120 counties should be included as it has in the past. Teresa turned the discussion to the upcoming Employer Recognition Awards. It was recommended by the committee the Award Luncheon be something similar to last year's. **Motion made by Teresa Winkler to continue to have an Employer Recognition Award Luncheon this year. Dana Haugsted seconded. Motion carried unanimously.** Teresa informed the Council the OVR newsletter will eventually include biographical information for each Council member. Council members will appear in alphabetical order. Teresa instructed the Council members to send brief biographies to Nanci Shelden via e-mail to keep on file. **Teresa made a motion to continue the 'Council**

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Corner' feature and include Council members alphabetically. John Reisenberg seconded. Motion carried unanimously.

Consumer Satisfaction and Program Evaluation Committee

John Reisenberg reported for the Consumer Satisfaction and Program Evaluation Committee. The Committee reviewed the Consumer Satisfaction Report. He stated the committee has requested that focus groups be held because the report has been consistent for many years and focus groups may produce some different results. Kathy Shepherd-Jones will conduct these focus groups at the six independent living centers. John explained that individuals would receive a stipend to attend. Individuals whose cases that were closed without employment, deaf and hard of hearing consumers and individuals of Hispanic background will be selected. **A motion was made by John Reisenberg to accept the proposal from Kathy Sheppherd-Jones and for the University of Kentucky to proceed with the implementation of the focus groups in late summer and early fall. George Warren seconded. Motion carried unanimously. Motion to approve the Consumer Satisfaction Report was made by John Reisenberg. Teresa Winkler seconded. Motion carried unanimously.**

There was some discussion of particular questions on the satisfaction survey. The committee will review the questions at their next meeting. Lee suggested that we might investigate what particular disability groups felt that their disability was not understood and train counselors more specifically concerning those disabilities.

ICC Committee

Lee reported on the Interagency Coordinating Committee (ICC) meeting. There was some discussion at the last meeting concerning the relevancy of the committee. The group decided to continue to meet for the time being to further strengthen the relationships among agencies across the state and better serve consumers. The issue may be addressed again at a later date.

Old Business

Dave Matheis informed the group that committee membership will be distributed in packets at the September meeting. The retirement for former Assistant Director, Wade Bailey, will be held on June 21, 2007 at 1:30pm at Berry Hill Mansion in Frankfort, KY. On June 27, 2007 the Assistive Technology workshops will be held at Cardinal Hill Hospital in Lexington, KY. Dave informed the Council if anyone would like to attend, contact Nanci Shelden.

New Business

Discussion was held regarding the upcoming Kentucky Rehabilitation Association Conference (KRA) held on July 18-20 in Lexington, KY at the Marriott Griffin Gate Resort and Hotel. A Registration form will be provided to Council members who wish to attend the event by Nanci Shelden.

Next Meeting Date

September 10, 2007 – 9:00 – 3:30
Lexington, KY

Meeting Adjourn

Motion to adjourn by George Warren, seconded by John Reisenberg. Motion carried unanimously